

ACTION PLAN

CATEGORY:	Work Order
GOAL:	A user-friendly mechanism to obtain necessary environmental clearances and technical assistance in a manner that is trackable.
TEAM LEADER:	Randy Pair
TEAM MEMBERS:	Ruth Greenspan, Melissa Maiefski, Thor Anderson, Rick Haddow, Tom Eckler

ACTION STEPS	RESPONSIBLE PARTY	DEADLINE	RESOURCES NEEDED	STATUS	RECOMMENDATIONS FOR IMMEDIATE ACTION:
				B = Behind Schedule O = On Schedule C = Completed	
1. Identify the W.O. committee, to include representatives of each OES group and DEC's	OES Management	1 month	Management attention	C	
2. Identify problems with existing W.O.	WOC: Work Order Committee	4 months	Time	C	
3. Make MM database available electronically	Melissa Maiefski	2 months	IT help		Still held up by issues of servers, data warehouse, technical accessibility.
4. Educating the user on most effective way to fill out W.O.	MM and WOC	Start date April 1 st 2008	Time, input from all OES groups	O	Team has only discussed in general; some ideas, but no implementation yet
5. The WO Committee should identify those types of activities that should trigger a work order, vs. those types that can be cleared by a DEC w/out assistance.	WOC	4 months	Time, questionnaires	B	No progress yet
6. DEC identify up-coming maintenance projects issues and make W.O. requests in anticipation.	DECs	Every 6 months	Time, maintenance superintendent attention		Clarified with McRae's Team that this is not an overlap with them.
7. Develop a system for filing of completed	WOC	6 months		B	Not yet discussed

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W.Os and resulting clearance docuemnts; define/develop necessary documentation.					